

Retention and Classification Report

Agency: State Arboretum (Utah) (59)

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Records Officer Gregory Thompson

06532 Newsletters

AGENCY: State Arboretum (Utah)

SERIES: 6532

3

TITLE: Newsletters

DATES: 1981-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: State Arboretum (Utah)

SERIES: 6532

TITLE: Newsletters

(continued)

PRIMARY CLASSIFICATION:

Public